NAME: COOPERATIVE PRODUCTIVE SOCIETY FOR MANUFACTURING, MARKETING OF FURNITURE AND WOOD IMPORT IN DAMIETTA

TRAINING DATES 15 - 17 APRIL, 2016

COACHING DATES: 23-24 APRIL, 2016

I. Basic Data:

Address: Damietta, El-Shoaraa District, Besides Saad Al Asmar School

Legal Status: Productive Cooperative established under Law # 110, 1975

Registered under # 748 for the year 2012

Areas of work: Economic Development – Social Welfare – Social Development for furniture producers. The main purpose of the cooperative is to improve the industry of furniture, import woods and manufacture and market furniture

Geographical Area of Activity: Damietta Governorate

Management Premises: Same address above

Number of founding members: 20 – Board member 7

Major Purposes (included in the approved bylaws):

- Creating job opportunities for its members
- Accessing loans and providing loans to its members
- Marketing and initiating exhibitions internally and abroad for its members
- Training members on utilizing computer software in furniture designs
- Providing cultural and social services to members and their families through a bale fund صندوق تكافل
- Providing access to members to production factors like tools, equipment and spare parts

II. Premises and Organizational Structure

- The cooperative premises is housed within the office building of a related NGO but it needs a separate premises as the total dedicated area is around 40 sq. meters
- The cooperative only has a dedicated secretary as a full time employee

III. Brief on Training and Coaching

In general the cooperative was committed to attend and benefit from the training, as well as the coaching sessions. With regards to the training, participants' engagement was effective with high participation level and keenness to learn all about the financial systems, procedures and requirements to operate, expand and qualify for participating in higher levels of activities through obtaining loans for on-lending to its members. Following is a list of the attendees:

Name	***Position***	***Coordinates***
Ayman Awad Abdou Awad	Chairman	Ayman.awad2200@gmail.com 01212838221
Adel Hamza El-Ghobashi	Board Member	01225990436
Samy Kamel Esseily	Board Member	01228679432
Mohamed El-Sayed El-Khouly	Board Member	01282300212
Eslam Ahmed Salama	Board Member	01013523501
Hemat Hamed El-Taefy	Secretary (employee)	01274131722
Abdel Dayem Mostafa El Gendy	Cooperative Secretary	01222949227
Nagy El-Daly	Board Member (attended coaching only)	N/A
Aly El Ghazi	Boad Member (attended coaching only)	N/A

With regards to the coaching sessions, the consultant provided a detailed explanation regarding the documentary cycle and the financial books and records. These covered the current scope of the cooperative, as well as in case of engaging in providing loans to micro enterprises. The consultant delivered all required forms for cash management (collection and disbursements), as well as bank checks.

The consultant also assisted the cooperative in recording all financial transactions including its associated explanation notes, as well as opening accounting books and registers (including general journal, general ledger, fixed assets register, inventory register, and register for the analysis of general and administrative expenses); which are required by the Egyptian

supervisory authorities including the Central Cooperative and Egyptian financial Supervisory Authority (EFSA). The consultant also delivered a simple excel-based accounting sheets that help in recording transactions and producing Income Statements and Balance Sheets.

Finally, it should be mentioned that the books and records of the cooperative is in the custody of the previous board members until 2016 and there is current arrangements to obtain all documents through the responsible authority.

IV. Relevant Recommendation

In general, the cooperative has a potential to work in providing micro and small loans to its members in Damietta for the following reasons:

- All board members have a considerable experience in manufacturing furniture
- There is a good level of cooperation and harmony within board members and willingness to serve their member community
- The head of the furniture manufacturers' syndicate is a general assembly and exporters' member and enjoys a strong network with all furniture manufacturers in Damietta

With regards to the cooperative preparedness to provide micro loans to its clients, it needs the following:

- Completing the organizational structure of the cooperative
- Finalizing all outstanding issues with the previous board including obtaining all relevant accounting documents and complete discharge of the previous board
- Complete training modules in loan extension and collection; including client identification, recruitment, assessment, and loan processing
- Training in loan application processing, assessing loan paper requirements, developing cash flow for the clients and assessing loan size
- Client follow-up during the loan cycles
- Loan documents' issuance and approvals (including loan requests, applications, and loan contracts)
- After receiving the appropriate training, the foundation also needs to apply for a license from the Egyptian Financial Supervisory Authority (EFSA) for a class "C" MFI license